**Section A**

1. Start by entering the name of your fake company and your real name where indicated on the top of the report.
2. On the worksheet, you will notice that several columns should be formatted as Currency Style. (Columns D and E, from rows 4-12. Type D4:E12 into the name box.)
   1. Please format them as money.
3. Select C4:C12, and change the format to Comma Style. Reduce the decimals to zero.
4. For this assignment we will be using several useful functions of Excel -- AVERAGE, SUM, MIN, MAX, and mathematical functions. All of these except the last one are available on the "Editing" toolbar of the "Home" ribbon.
5. Locate the button that looks like an E. This is a Greek Sigma, which stands for SUM in math. What is a sum?

**Section B**

1. In Row 13, use the SUM button to total each column: C, D & E.
   1. Select cell C13. When you click the SUM button, it will automatically total for rows 4:12.
   2. Now select C14 and do the same thing.
   3. Then C15.
2. Next we will use the MIN function in row 14 to find the lowest value in each column: C, D & E.
   1. Select cell C14. Click the dropdown next to SUM and select MIN.
   2. Make sure that cell C13 is not included in this calculation.
   3. Do the same for column D and E.
3. Next we will use the MAX function in row 15 to find the highest value in each column: C, D & E.
   1. Select cell C15. Click the dropdown next to SUM and select MAX.
   2. Make sure that 13 and 14 are not included.
4. Next, use the AVERAGE function in row 16 to find the average in each column: C, D & E.
   1. Select cell C16. Click the dropdown next to SUM and select AVERAGE.
   2. Make sure that 13, 14 and 15 are not included..

**Section C**

1. Now we are going to do some math. In the Total Sales column (column F), you need to multiply the Unit Cost by the Units Sold for each row.
   1. (IN OTHER WORDS =D4\*C4)
   2. Make sure to format this column in Currency Style
2. In the Total Profit column (column G), you need to multiply the Unit Profit by the Units Sold for each row.
   1. (IN OTHER WORDS =E4\*C4)
   2. Make sure to format this column in Currency Style
3. To calculate the % Total Profit, you need to divide the Total Profit (column G) by the Total Sales (column F).
   1. (IN OTHER WORDS =G4/F4)
   2. Make sure to format this column in Percent Style.

**Section D**

1. The last bit of data entry involves performing the SUM, MIN, MAX and AVERAGE functions on the data in columns F, G, and H. You know what to do now.

* Resize all columns to fit the data
* Make sure that each column is in the correct style--Currency, Percent, Comma, etc.